

# Form Uploads

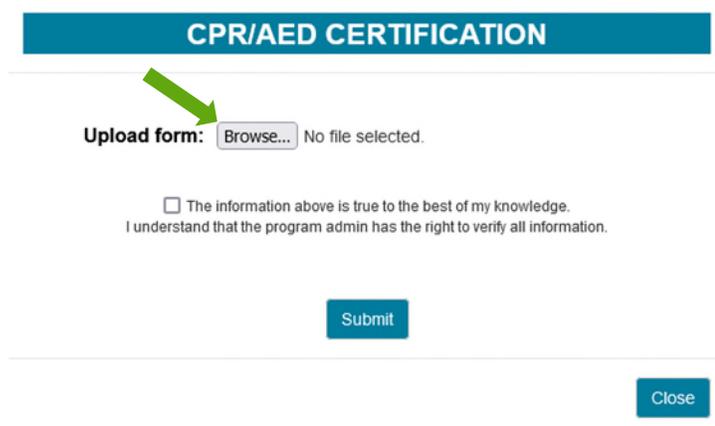
## User Instructions

### How to Upload Forms

1. Click **Upload Form** next to the activity you wish to submit documentation.



2. Click **Browse** (this may also say "choose file" depending on your device or browser) to locate your saved documentation. Select your file and click Open. Next, confirm the information is true and correct, then click **Submit**.



3. Once the documentation has been reviewed by IH21, you'll receive a green check mark next to the activity, the status will display *Complete*, and points will be reflected at the top of the dashboard. *Please allow up to 7-10 business days for documentation to be reviewed and points updated.*

### Are there any file type or size limitations on documents that can be uploaded?

The max file size for uploads is 3MB. Supported file types include PDF, PNG, JPG, JPEG, GIF and HEIC.

### What should I do if a document is too large to upload?

- You can try to save the file as a smaller file.
- When taking a photo with your phone, you may want to turn off live view or motion prior to taking the photo.
- If you're uploading from a personal device, you may want to scan and upload from a City computer.
- You may email the attachment to [customerservice@integratedhealth21.com](mailto:customerservice@integratedhealth21.com). Please include your name and employer in the email.